



Natural Resources Conservation Service  
One Credit Union Place, Suite 340  
Harrisburg, PA 1700-2993

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December 1, 2006

**PENNSYLVANIA BULLETIN NO. PA360-7-4**

**SUBJECT:** PER – Employee Development Training Needs Inventory (NEDC) for FY2007

**Purpose:** To distribute instructions on how to request training courses for NEDC FY2007

**Expiration Date:** September 30, 2007

**Action Required by: December 15, 2006**

The National Employee Development Center (NEDC) FY 2007 course schedule of training courses open to all employees is attached in spreadsheet format. Requests for NEDC courses will be done through AgLearn.

The attached course listing provides the course name, session number, date of the course and location of the training. Employees initial registration for a course will help NEDC determine the scope of enrollment for the particular course, and help them determine whether or not to proceed with the course, or cancel it due to lack of interest. **In order to enroll for any of these courses you should take the following steps in AgLearn prior to the December 15<sup>th</sup> deadline:**

1. Login to AgLearn (<http://www.aglearn.usda.gov>)
2. Click on the 'Catalog' icon near the top of the screen.
3. Scroll down the "Subject Area Menu" found the left side of the Catalog screen.
4. Click on the "Natural Resources Conservation Service" topic.
5. Select the NEDC course listing.
6. Click on the "Register" button

After you click the register button, the course is placed in your learning plan, where it requires approval from your supervisor and the State Training Officer. Courses shown in green are courses being held in PA. Partner agency employees and Technical Service Providers are welcome to participate in any NEDC course on a space available basis. To submit nominations for our partners, please contact Anne Anderson at 717-237-2143 or [anne.anderson@pa.usda.gov](mailto:anne.anderson@pa.usda.gov). Include the partners name, title, organization, address, e-mail address and course requested. NRCS does not charge tuition for NEDC courses, but partner employees are responsible for their own transportation and lodging costs.

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If you have any questions, please contact Anne Anderson, State Training Officer at (717) 237-2243 or [anne.anderson@pa.usda.gov](mailto:anne.anderson@pa.usda.gov).

*/s/ Gary P. Smith*

CRAIG R. DERICKSON  
State Conservationist

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